

NASPNCLA INSTRUCTION 5112.2

Subj: MAIL HANDLING PROCEDURES FOR NAVAL AIR STATION PENSACOLA REGIONAL  
COMMANDS

Ref: (a) Federal Records Act of 1950 (44 U.S.C. 2901) Section 506 (b)  
Part 101-9  
(b) DOD 4525.6M Vol I  
(c) DOD 4525.6M Vol II  
(d) OPNAVINST 5112.6C  
(e) DOD 7000.14-4  
(f) OPNAVINST 5510.1H  
(g) CNET PENSACOLA FL 241814Z Sep 98 (NOTAL)  
(h) NASPNCLAINST 5218.1A

1. Purpose. To establish policies, responsibilities, and procedures to institute and maintain operating and controlling procedures to ensure the proper and expeditious delivery, processing, and dispatching of personal mail for NAS Pensacola regional commands per references (a) through (h).

2. Background. Reference (g) assigned Commanding Officer, NAS Pensacola, regional service provider responsibility for training support and installation management functions. Delivery, processing, and dispatching of personal mail does not fall within these functions.

3. General. General Services Agency (GSA), Department of Defense (DOD), and the Department of the Navy (DON) have issued restrictions on the receipt of personal mail by military and civilian employees of CONUS based commands. These restrictions are based on the premise that individuals residing where they receive direct service from the United States Postal Service (USPS) should receive their mail at that address. The following are direct excerpts from GSA, DOD, and Navy instructions concerning the receipt of personal mail:

a. Federal Records Act of 1950 (44 USC 2901) Section 506(b) Part 101-9202(P), Federal Mail Management: "Notifying facility personnel that personal incoming, internal, and outgoing mail may not be processed in agency facilities. An exception may be granted at a facility for personnel living on the facility or other situations where agency/facility personnel would otherwise suffer hardship."

b. DOD Postal Manual Vol II (DOD 4525.6-M Chapter 3): "Ensure personnel residing in housing or billeting where USPS provides delivery service are receiving their personal mail at their quarters address and not through the unit mail room. DOD resources or personnel may not be used to do duties which, by law or agreement, are the responsibility of USPS."

c. OPNAVINST 5112.6A (Par. 804.1a): "Personal mail for personnel living on and off base in private or government quarters where USPS provides service shall be addressed to their home address to insure compliance with reference (a) Volume II. Mail for personnel living in barracks, BOQ's, etc., where USPS does not provide service should be addressed to their unit address or box number address in order that it may be handled separately from the activities official mail."

4. Action/Responsibility

a. Commands will initiate programs to restrict the receipt of personal mail by both military and civilian employees. Exceptions may be granted for the following:

(1) Military members permanently residing in barracks/quarters not provided delivery service by the USPS.

(2) Military personnel, their dependents, and DOD civilians traveling under official orders may receive mail through their work address until a residence address is established.

(3) For service members and civilians only for the receipt of professional papers, journals, and other direct job related materials, or those service members whose duties prohibit their ability to receive mail daily at their quarter's residence.

b. **Every command and activity in the region is responsible for providing mail service within their command**, and to preserve the inviolability of official and personal mail in accordance with reference (b) through (f). All tenant commands and activities onboard NAS Pensacola will:

(1) Designate by letter an E-7/GS-7 or above to act as the postal officer for the command. The postal officer is responsible to the commander or commanding officer concerned for the overall supervision of postal functions of the command.

(2) Maintain proper safeguards and security control to prevent depredations of the mail.

(3) Maintain a complete and effective mail directory service.

(4) Furnish all personnel with their correct mailing address while attached to the command and their correct change of address upon transfer.

(5) Ensure all personnel who handle and process personal mail have knowledge of and comply with policy and procedures contained in references (b) through (f) and this instruction.

(6) Issue standard operating procedures (SOP) in the form of a postal directive/instruction citing pertinent information relative to mail services and facilities of the command.

c. All personnel handling official material and/or personal mail will be designated as Mail Orderlies. See reference (h), Chapter III, for Mail Orderly qualifications and designation procedures, and reference (h), Chapter VIII, for pickup and delivery schedules for U.S. Mail.

d. All military personnel reporting into the region will check in/out with their respective command unit mail room upon arrival/departure. Upon checking in/out, personnel will fill out an OPNAV Form 5110/5, Change of Address Card. **Commands and activities are responsible for providing correct mailing addresses for new and departing personnel.** Military personnel will receive mail through their respective commands and activities. Mail will not

be addressed to Bachelor Quarters (BOQ/BEQ) with the exception of military personnel working on bachelor quarters staff. Personal mail must be properly addressed, at a minimum, with the full name (**no nicknames or using middle name as first name**), branch of service, name of command, street address, city, state, and zip code. International military personnel should include their country service in addition to the above address information. **The primary cause of delay in the mail is improper addresses.** All personnel must keep their correspondents informed of their complete and accurate mail address. Following are some examples of correct addressing:

ACAA JONATHAN M JONES USN  
ACC SCHOOL  
NATTC  
230 CHEVALIER FIELD AVE  
PENSACOLA FL 32508-5113

ENS LARRY SMITH USCG  
CG LIAISON OFFICE  
2081 RADFORD BLVD STE B  
PENSACOLA FL 32508-5531

LCDR COREY B DAVIS USN  
NOMI  
220 HOVEY RD  
PENSACOLA FL 32508-1047

AB AMY F BROWN USAF  
DET 2 361ST TRS  
230 CHEVALIER FIELD AVE STE A  
PENSACOLA FL 32508-5142

LCPL FRANK WILLIAMS USMC  
MATSG  
222 EAST AVE  
PENSACOLA FL 32508-5108

MSG JACK L HANSON USA  
BASE VETERINARIAN  
52 TURNER ST  
PENSACOLA FL 32508-5254

ABH3 JOHN P JONES USN  
AIR OPS  
NAS PENSACOLA  
190 RADFORD BLVD  
PENSACOLA FL 32508-5217

ENS SHAWN GOULDEN USN  
API CLASS 99009  
NASC  
181 CHAMBERS AVE STE C  
PENSACOLA FL 32508-5221

5. Outgoing personal mail. Military and civilian employees are responsible for depositing personal mail at a U.S. Postal Service (USPS) branch office or an authorized USPS mail receptacle. Mail orderlies/clerks are not authorized to provide delivery of another individual's personal mail to the USPS nor provide any other personal service. This restriction on personal service is necessary to avoid any question as to responsibility if any personal mail is lost.

6. Training. Initial training of personnel in mail handling duties and mail directory service may be scheduled with the Consolidated Mail Facility, Building 40, at 452-4124. Subsequent training will be the responsibility of respective command/activity postal officer/official mail manager.

7. Forms. Forms mentioned in this instruction are available through normal supply channels.

J. M. DENKLER

Distribution:  
A C D

Stocked:  
Commanding Officer  
NAS Pensacola  
190 Radford Blvd  
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